## STATINLT Approved For Release 2001/05/11 : CIA-RDP78-07181R000200020007-8

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PREPARED BY: DATE PREP: 4 Nov 6  DATE SUBMITTED FOR REVIEW: 1/269	ğ		HUMAN TASK	HRS-FORM 1					
REVIEWED BY: P DATE REVIEW: 11/5/69				Page 1 of 1					
SYSTEM: STAFFING									
PROJECT: PERSTAFF	TYPI	YPE MAN DAYS							
Phase : Study 2,/	T	TO		START		COMPLETE		TASK	
		COMPI	LETE					RESPONSI-	ASSIGNED
TASK DEFINITION	SA	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.	BILITY	PERSONNI
2.1 Summarize Results of General Phase Presentation  STATINTL  The General Phase presentation was given by Task Force Leader, and is assumed to be complete.									,
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TASK DEFINITION  SA P ESTM ACT SCHED. ACT. SCHED. ACT.  2.2 Organize Existing Documentation X 5 4 Nov 69 69 69	Dymn						· <del>· · · · · · · · · · · · · · · · · · </del>			
REVIEWED BY: DATE PAGE 1 of 1  SYSTEM: STAFFING  PROJECT: PERSTAFF Phase : Study  TASK DEFINITION  SA P STAM ACT. SCHED. ACT. SCHED. ACT.  2.2 Organize Existing Documentation  Review, organize, and file existing documentation that has previously been gathered on the PERSTAFF project in the appropriate tabs of PERSTAFF, manuals A and B.  Review Contract  Review Act. SCHED. ACT. SCHED. ACT. STATINTL		ķ		HUMA	HRS-FORM 1					
SYSTEM: STAFFING  PROJECT: PERSTAFF Phase : Study  TASK DEFINITION  SA P ESTM ACT  COMPLETE  TASK DEFINITION  SA P ESTM ACT  COMPLETE  SCHED. ACT. SCHED. ACT.  10 Nov 69  STATINTL  Review, organize, and file existing documentation that has previously been gathered on the PERSTAFF project in the appropriate tabs of PERSTAFF, manuals A and B.  TRETT DOWNERS START  COMPLETE  TASK RESPONSIBILITY  ASSIGNED  69  STATINTL	DATE SUBMITTED FOR REVIEW: 1/5/69			TASK	SCHEDUL	E & EST	MATE			
PROJECT: PERSTAFF Phase : Study  TASK DEFINITION  TASK RESPONSI- BILITY PERSONNE  PERSONNE  TASK RESPONSI- BILITY  PERSONNE  TASK RESPONSI- BILITY  STATINTL  TASK RESPONSI- BILITY  PERSONNE  TASK RESPONSI- BILITY  ASSIGNED  TASK RESPONSI- BILITY  ASSIGNED  TASK RESPONSI- BILITY  ASSIGNED  TASK DEFINITION  TASK DEFINI	REVIEWED BY: DATE REVIEW: 11/5/69				Page 1 of 1					
Phase : Study  TYPE MAN DAYS TO COMPLETE TASK DEFINITION  SA P ESTM ACT  SCHED. ACT.  SCHED. ACT.  SCHED. ACT.  ACT.  ASSIGNED PERSONNE  2.2 Organize Existing Documentation  X 5 4 Nov 69  Review, organize, and file existing documentation that has previously been gathered on the PERSTAFF project in the appropriate tabs of PERSTAFF_manuals A and B.  TRACTURE COMPLETE TASK RESPONSI- BILITY  ASSIGNED PERSONNE  START  COMPLETE TASK RESPONSI- BILITY  START  SCHED. ACT.  SCHED. ACT.  SCHED. ACT.  ACT.  START  COMPLETE TASK RESPONSI- BILITY  START  SCHED. ACT.  ACT.  START  TO COMPLETE TASK RESPONSI- BILITY  START  TO COMPLETE TASK RESPONSI- BILITY  PERSONNE  START  TO COMPLETE TASK RESPONSI- BILITY  START  TO COMPLETE TASK RESPONSI- BILITY  ASSIGNED TO COMPLETE TASK RESPONSI- BILITY  ASSIGNED TO COMPLETE TO COMPLETE TASK RESPONSI- BILITY  ASSIGNED TO COMPLETE TO SCHED. ACT.  SCHED. ACT.  SCHED. ACT.  ACT.  ACT.  ACT.  SCHED. ACT.  AC	SYSTEM: STAFFING									
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SYSTEM: STAFFING										
PROJECT: PERSTAFF	TYP		MAN DAY	ve						
Phase : Study	IIP.	TYPE MAN DAY		13	STA	RT	COMPLETE		TASK	
			COMPLET	TE					RESPONSI-	ASSIGNED
TASK DEFINITION	SA	Р	ESTM A	АСТ	SCHED.	ACT.	SCHED.	ACT.	BILITY	PERSONNE
2.3 Collect Sample Documents	x	ļ	11 .		12 Nov		26 Nov			
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*			i							STATINTL
A) Contact Position Management Control Division, O/P, review operation and collect documen- tation as required. STATINTL			1 1 1 1							
B) Contact designer of present Staffing System and collect documentation as required.					·					
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SYSTEM: STAFFING										
PROJECT: PERSTAFF	ТУР	E	MAN D	AVS						
Phase: Study 2.4		TO			START		COMPLETE		TASK	
TASK DEFINITION	SA	P	COMPL ESTM '		SCHED.	ACT.	SCHED.	ACT.	RESPONSI- BILITY	ASSIGNED PERSONNE
2.4 Summarize Present Project	х		20		1 Dec		9 Jan 70			
<ul> <li>A) Have discussions with Position Management Control Division, O/P, to review and update existing documentation on their portion of the Staffing System.</li> <li>B) Have discussions with designer of present Staffing System to review and update existing documentation.</li> </ul>	×		1 1 1 1 1 1							STATINT
C) Prepare a general summary of present Staffing System.			i 1				·			
NOTE: Two weeks leave over Christmas holidays was taken into account on estimating the completion date of this phase.			i i i			:				*
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SYSTEM: STAFFING										
PROJECT: PERSTAFF  Phase : Study	TYPE		i		START		COMPLETE		TASK	
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TASK DEFINITION	SA	Р	ESTM '		SCHED.	ACT.	SCHED.	ACT.	BILITY	PERSONNE
2.5 Management Presentation			!							
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Finalize summary of the present Staffing System and brief management as required.	х		5 1		12 Jan 70		16 Jan 70			
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